



**Minutes of  
Chulmleigh Primary School PTA  
AGM**

**Tuesday 8<sup>th</sup> October 2024 at 3.30pm at Chulmleigh Primary School**

	<b>Action</b>
<p><b>1. Welcome</b> DP thanked all for coming Thank you to Gina Randall, Laura Hamill and Amanda Martin-Smith who have all decided to step down from their committee roles on the PTA. DP thanked them for their time given to the PTA and a small gift has been purchased for each of them.</p>	
<p><b>2. Apologies for Absence</b> Apologies were received from: Gina Randall (GR) Attendees: Donna Palmer (DP), Kim Keenor (KK), Laura Cockram (LC), Martin Evely (ME), Becca Jackson (BJ) Amanda Martin-Smith (AMS), Kate Elworthy (KE), Jo Govier (JG), Sarah Keen (SK), Alison Hancock (AH), Theresa Niejadlik (TN), Catherine Davies (CD)</p>	
<p><b>3. Approval of minutes of the AGM held 17<sup>th</sup> October 2023</b> All agreed the minutes were an accurate reflection of the 2023 AGM. Minutes approved.</p>	
<p><b>4. Matters arising and actions from the last AGM meeting</b> Promotion of School Lottery by Danielle Faure-Wells. Danielle has since left the PTA, but KK has posted some info on our Facebook page. The newsletter has included links to school fundraising campaigns but we will be looking for another person to lead this after Laura Hamill stood down. A bouquet of flowers was purchased for Karen Chugg for auditing our accounts £75 Amazon Vouchers were issued to each class in January Tesco Stronger Starts grant was applied for and £500 was awarded for OPaL in August A revised Funding Request Form has been circulated to staff Merry go Round cannot support us as we out of their area</p>	
<p><b>5. Chairs Report for 2023/24</b> DP reported that she is extremely proud of £7000+ raised last year. There has been good feedback and some adaptations taken on board. - Pricing system rather than donations for food/drink has proved more successful - Movie and Munchies too frequent. Will be termly going forward - Discos continuing as termly - Christmas Fayre queues noted and we will implement a better system We have 30+ volunteers regularly offering their time Teacher liaison roles have given a really positive input Only two events from the plan didn't happen: Rustic Wreath Making &amp; Colour Run Thank you for everyone's support, we should be very pleased with what we have achieved. ME Passed on his thanks. Existing and new families are impressed by the extra curricular activities being offered through the PTA</p>	
<p><b>6. Treasurers Report for 2023/24</b> <u>Funds Raised</u> School Lottery - £779.70 (increase from last year) Easy Fundraising - £105.55 (decrease from last year) Bags2School - £210.00 Sports Day &amp; Bake Sales - £494.34 Spring Raffle - £516.00 Xmas Card Project - £276.97 Xmas Fayre - £1423.58 Summer Fayre - £1310.10</p>	

<p>Movies &amp; Munchies - £420.07  Grandparents Day - £384.83  Bingo - £579.13  Discos - £641.08  Wonka Bars - £141.42</p> <p><u>What it went towards</u>  Amazon Class Vouchers - £750.00  Father Christmas Gifts - £258.58  Opal Project - £652.95 (includes £450 Local Council Grant)  Circus Day - £410.00  Shumba Drumming - £325.00  Trip/School Support Fund - £351.75  Easter Egg Hunt - £157.50  Reading Books - £130.00  Arkeil Centre - £68.50  Sports Bibs - £103.92  Sensory Room - £120.00</p> <p>£4741.13 - current balance looking healthy.  Using Xero has transformed managing the accounts.  Sum Up Introduced for card payments. This has been a great addition.</p>	
<p><b>7. Appointment of an Independent Examiner of Accounts for 2023/24</b>  Karen Chugg is a local accountant who kindly agreed to audit our accounts again. This has been completed and accounts signed off as correct.</p>	
<p><b>8. Election of Officers and Trustees of the Committee</b>  All Committee Members stood down and ME took the chair.  DP confirmed she would like to stand again as Chair - Proposed AMS, second AH, all agreed.  KK confirmed she would like to stand as Treasurer - Proposed AMS, second AH, all agreed  LC confirmed she would like to stand as Secretary - Proposed AMS, second AH, all agreed  KE, AH &amp; BJ all confirmed they are happy to continue as Committee Members – Proposed DP, second KK, all agreed.  Florence Millman, Molly Pincombe and Hanna Webber have showed interest in committee roles and it was agreed we need some more parent representation. They will be invited to the next meeting and we can look at Co-Option.</p>	DP
<p><b>9. Proposed events for 2024/25</b>  Grandparents Day – This has already taken place and was a huge success again  DISCO – Now taking place termly with the first one of the year on 24<sup>th</sup> October. CD asked if we could be mindful of other school dates, such as assessment week.  Movies &amp; Munchies – Now taking place termly with the first one of the year being a Christmas Movie  Christmas Fayre and Raffle  Christmas Card project – KK has already started this for this Christmas  DP would like to try a wreath making workshop this year around the end November  DP looking at running a November competition for the children  DP asked if Wonka Bars should be done again this year. Teacher feedback was that it was a huge hit and so we will look at this again for World Book Day 2025  Bags2School  Spring Raffle  Easter Bingo - if we can get the time to organise  Sports Day food and refreshments  Summer Fair</p>	

<p>SK advised The School Council are keen to raise money, maybe once a term. SK thought the Christmas Jumper Swap worked well last year, particularly for families who cannot go out to buy new. Agreed to continue A Colour Run was discussed where Children could gain sponsorship. AMS suggested 'It's a knockout' rather than a colour run. This would contain the event to the school site and marshalling wouldn't be required. DP to speak to Ruth Welch and look into Colour Runs.</p> <p>DP has looked at some new fundraising ideas: - Each child goes home with a tube of smarties and returns it filled with coins - Each class gets a penny jar and starts to fill it with copper and silver coins brought in from home. Other classes can steal the entire contents of each others jars by placing a pound coin in the jar. This would take some organising by teachers but it was agreed that this would be a great game for the children. DP to look into this further into this for the Spring Term.</p> <p>It was noted that we do not want to overwhelm parents with too many requests.</p>	<p>DP</p> <p>DP</p>
<p><b>10. Ideas for expenditure and project requests for 2024/25</b> A request was submitted by BJ for £365.00 towards bus hire for a Choir Trip (42 children) to Killerton. After discussion it was agreed that this might set a precedent for school trips and it will quickly eat away at our funds. As an alternative it was agreed the PTA should donate £150 towards each bus/school trip for each class this year. This would replace the Amazon Vouchers that we have given in previous years, however the £75 voucher would still be gifted to the Out of School Club and the Nursery. All voted in favour. KK to create a bus Token for each class and speak to the Finance Team. SK advised that the School Council have discussed a real need for more Technology Equipment. SK, AH and BJ will speak to Teachers and agree what is required. A fundraising target could be set and displayed outside school with the School Council and PTA working together. We will need to work with IT Technicians on this too. Business Sponsorship was also discussed as an avenue for funding. This will be taken forward to the next meeting. LC to Look into Tesco Community Grants and if we can apply again for a technology grant. LC to look at other grants that could be available. ME asked if Donation Pots could be placed in local shops. KK to look into this. CD mentioned the Chulmleigh Society as they have previously gifted money towards trips DP addressed the need for Teachers to submit their requests in time for each termly PTA meeting.</p>	<p>KK</p> <p>AH, BJ</p> <p>LC</p> <p>KK</p>
<p><b>11. Parent and Teacher input, thoughts and ideas</b> Parent feedback forms brought one suggestion for more school discos – We already do one a term and it was agreed this shouldn't be increased further.</p>	
<p><b>12. Any other Business</b> The Asda Cashpot for Schools was discussed and if this could be ringfenced for Tech improvements. It was agreed to get feedback from teachers first.</p>	
<p><b>13. Date of the next meeting</b> October 2025 – To be confirmed</p>	